



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114 (n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes the Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding authority and responsibility for human capital management in TSA issued under the FAA Personnel Management System. This directive is TSA policy and must be applied accordingly.

1. PURPOSE: This directive provides TSA policy and procedures for the career management of human capital (HC) positions and functions. This includes the development and implementation of job analysis tools, selection criteria and training requirements.

2. SCOPE: This directive applies to TSA employees who perform one or more human capital core functions assigned to an HC occupational series.

3. AUTHORITIES:

- A. The Aviation and Transportation Security Act (ATSA), Pub. L. 107-71
- B. [TSA MD 1100.00-1, Development and Implementation of Human Capital Directives and Policies](#)
- C. [TSA MD 1100.00-7, Authority and Responsibility for Human Capital Management](#)

4. DEFINITIONS:

- A. Human Capital Core Functions: Administrative activities performed in support of employment or personnel management including but not limited to: benefits; employee relations, discipline and removals/terminations; hiring; hours of duty; leave; pay and compensation; performance management; workforce planning, personnel and payroll processing; position classification and position management; worker's compensation; and workforce development.
- B. Human Capital Management: The development, implementation, maintenance and oversight of TSA's human capital framework in order to maximize the Agency's ability to recruit, select, deploy, develop, manage, and retain a high-performing, diverse workforce.
- C. Career Management Handbook: Guidance related to training, qualifications, and other key requirements for HC occupations within TSA.
- D. HR Occupational Series: For the purpose of this MD; refers to individuals required to be in the 201/203 job series.
- E. Organizational Element: Any program office, airport, FAMS office or other TSA work unit involved in providing human capital management services to one or more groups of TSA employees.

5. RESPONSIBILITIES:

- A. The Assistant Administrator for Human Capital (AA/OHC) is responsible for:
- (1) Developing and implementing human capital career management policies and requirements;
 - (2) Overseeing all component ability to exercise/provide human capital core functions to include the revoking of any delegations of authority, as deemed appropriate;
 - (3) Developing, disseminating, and implementing a HC Career Management Handbook;
 - (4) Defining and overseeing the training requirements necessary for employees to receive and maintain the authority to perform certain human capital management functions; and
 - (5) Defining and overseeing qualification and hiring requirements and processes related to any positions performing HC core functions (e.g., occupational series SV-0201, SV-0203).
- B. All Assistant Administrators, Office Directors, Area Directors, Federal Security Directors, and Special Agents in Charge are responsible for:
- (1) Ensuring that employees in their organization performing any human resources core functions for a substantial portion of their duty time, as defined in the HC Career Management Handbook, are assigned to the appropriate HC occupational job series and Job Analysis Tool (JAT) or Standardized Job Description(SJD);
 - (2) Ensuring that employees in their organization performing any human resources core functions for a substantial portion of their duty time, as defined in the HC Career Management Handbook, complete required training.
 - (3) Ensuring that human resources actions taken and programs administered conform to established laws, policies, and guidance. Failure to comply can result in revocation of delegated human resources authority.
 - (4) Ensuring that the specialized qualification requirements are either made part of the job announcement or used for any non-competitive appointment and that the employee meets the specialist qualification.
- C. Human Resources Specialists/Assistants are responsible for:
- (1) Successfully completing all required training requirements and meeting acceptable levels of performance and competency requirements as established by OHC for positions performing human capital core functions;
 - (2) Establishing a personal career development plan to ensure achievement of any training requirements as indicated in the HC Career Management Handbook.

6. POLICY:

- A. It is the policy of TSA that every employee performing a significant amount of human resources core functions (as defined in the HC Career Management Handbook) will be placed on an appropriate JAT or SJD allowing delegation to carry out human capital management functions and duties on behalf of TSA.
- B. As delegated by the Assistant Secretary, the AA/OHC has final authority and responsibility for human capital management throughout TSA. Decisions of the AA/OHC are binding on all TSA organizational elements and employees.
- C. TSA employees in human capital occupations must meet specific human capital functional training requirements and qualification standards as determined by the AA/OHC, before the employee can perform certain human capital core functions. Required training and qualification standards for each HC core functional area and each pay band level will be determined by the AA/OHC.
- D. All human capital management policies, including associated procedures and handbooks will be developed and issued by OHC at TSA headquarters and coordinated, as appropriate, with affected TSA components/offices prior to finalization and dissemination. See [TSA MD 1100.00-1, *Development and Implementation of Human Capital Directives and Policies*](#).
- E. TSA components are not delegated the authority to issue, modify or deviate from human capital management directives, processes, procedures, or policies without prior written approval of the AA/OHC.
- F. Employees performing any or all (except applicable exclusions) of the HC core functions for a substantial portion of their duty time, as defined in the HC Career Management Handbook, must be assigned to the human resources 201/203 occupational family and appropriate JAT or SJD.
- G. Excluded are Transportation Security Officers (TSOs), Lead Transportation Security Officers (LTSO), and/or Supervisory Transportation Security Officers (STSO) staff performing HC core functions as part or all of a detail assignment, Administrative Officers, and Assistant Federal Security Directors (AFSDs).
- H. Employees performing HC core functions for a substantial portion of their duty time are required to complete or have documentation showing prior completion of the mandatory training as outlined in the HC Career Management Handbook.
- I. An exemption for any training requirement must be submitted for approval to the AA/OHC, in writing by the employee's supervisor, and submitted through the appropriate managerial chain.

7. PROCEDURES:

- A. Refer to the [TSA Handbook to MD 1100.30-28, *Career Management for Human Capital Positions and Functions*](#).

8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

APPROVAL

Signed

5/20/2010

Richard A. Whitford
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Date

Distribution: TSA Affiliated HR Offices, Associate Administrators, Assistant Administrators, and Office Directors

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